



(CON1)

CONFIDENTIALISED UNIT RECORD FILES (CURFs) CONSULTANT UNDERTAKING

Version: APRIL 2007

Completing and submitting this Undertaking

In order to access an ABS CURF, you must undertake to abide by the conditions of access, using this form. You should list the CURFs required in the schedule.

Before completing this Undertaking, read the *Responsible Access to ABS Confidentialised Unit Record Files (CURFs) Training Manual*. This manual, along with other information about CURFs, is available on the 'Discover CURF Microdata' page on the ABS website (www.abs.gov.au).

Please forward your completed, signed Undertaking to the sponsoring organisation's CURF Contact Officer for submission to the ABS.

Please note, all results and data from the work undertaken by the consultant remains the property of the sponsoring organisation, not the consultant. No CURF data may be retained by the consultant, and all data provided must be deleted from all systems and/or returned on CD-ROM at the completion of the consultancy.

As a consultant, your Undertaking also needs to be accompanied by a letter of introduction from the organisation for which the consultancy project is being undertaken, describing the consultancy project, expected outputs, and commencement and end dates.

Note: original, signed, paper copies are required. A list of CURF Contact Officers is available on the 'Discover CURF Microdata' page on the ABS website.

Consultant Administration Fee

A fee of \$435 is payable by the organisation for access to CURFs by a nominated consultant.

Annual renewal

Each year, all organisations with users accessing CURFs will be required to renew their access. This will involve confirming whether each user still requires access, and what CURFs they require access to.

Thus, if you require continued access to CURFs, you will need to complete a new undertaking at this time, and tell the Contact Officer what CURFs you require access to. You will also need to provide information on how the CURFs have been used and will continue to be used, and include any details about published output.

Queries

For any queries about accessing CURFs, contact ABS Microdata Access Strategies Section by email microdata.access@abs.gov.au or telephone (02) 6252 7714.

CONTACT DETAILS FOR CONSULTANT

Surname: _____ Title: _____
(eg Mr, Mrs, Dr etc)

Given Name(s): _____

Preferred Name : _____

Organisation: _____

Division/Faculty: _____

Telephone: (_____) _____

Email: _____

Address: _____

Are you an Australian Resident? ☐ Yes ☐ No

What is the period of the consultancy project? From: __ / __ / 20__ To: __ / __ / 20__

ABS Microdata Access Strategies Section use only

<i>Approved:</i>	<i>Date:</i>	<i>Signed:</i>
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INDIVIDUAL UNDERTAKING OF A CONSULTANT TO AN ORGANISATION

UNDERTAKING MADE PURSUANT TO CLAUSE 7 OF THE *STATISTICS DETERMINATION* UNDER THE *CENSUS AND STATISTICS ACT 1905*

WHEREAS:

- (A) Subsection 13(1) of the *Census and Statistics Act 1905* provides for the Minister, by instrument in writing, to make determinations providing for and in relation to the disclosure, with the approval in writing of the Australian Statistician, of information included in a specified class of information furnished pursuant to the Act; and
- (B) Clause 7 of the *Statistics Determination* permits the Australian Statistician to approve the release of a file containing unidentified individual statistical records ('the information') where the information is disclosed in a manner which is not likely to enable identification of the particular person or organisation to which it relates, and to specify conditions with respect to the disclosure of that information.

NOW, I
(Full Name)

a consultant to
(Name of Organisation)

HEREBY UNDERTAKE that, as a member of the above named organisation, and authorised by that organisation to have access to the information referred to in the Schedules provided by that organisation, I will, in relation to the information:

- use the information only for statistical purposes specified in the Request for Access to a CURF to which that information relates
- not attempt to identify particular persons or organisations
- not disclose, either directly or indirectly, the information contained in any particular CURF to any other person or organisation, other than members of this organisation who have been approved by the ABS to have individual access to the information in that same CURF
- not attempt to match, with or without using identifiers, the information with any other list of persons or organisations
- comply with any other direction or requirement specified in the *ABS Responsible Access to ABS Confidentialised Unit Record Files (CURFs) Training Manual*
- not attempt to access the information after the term of my authorisation expires, or after my authorisation is rescinded by the organisation which provided it, or after I cease to be a member of that organisation.

In providing this undertaking, I understand that a breach of the terms of this undertaking may result in withdrawal of service for the organisation or myself. Further, any deliberate attempt to compromise the confidentiality of persons or organisations to which the information in these files relate may be prosecuted under subsection 19(3) of the *Census and Statistics Act 1905*. Subsection 19(3) provides that a person who fails to comply with the terms and conditions specified in an undertaking is guilty of an indictable offence punishable on conviction of a fine of 120 penalty units (\$13,200) or imprisonment for 2 years or both.

Dated this day of 20.....

Signature:

Witnessed by:

Name of Witness:

Title and Designation of Witness:

Please forward your user undertaking to your organisation's CURF contact officer for submission to the ABS.

CURF Contact Officer to complete

Contact Officer Name:

Signature:

Date:

SCHEDULE

CURF(s) REQUIRED

CURF Name	CURF Reference Period	
Access Mode(s) Required: (please tick all modes required)	<input type="checkbox"/> CD-ROM (Basic only)	<input type="checkbox"/> RADL (Basic) <input type="checkbox"/> RADL (Expanded)

CURF Name	CURF Reference Period	
Access Mode(s) Required: (please tick all modes required)	<input type="checkbox"/> CD-ROM (Basic only)	<input type="checkbox"/> RADL (Basic) <input type="checkbox"/> RADL (Expanded)

CURF Name	CURF Reference Period	
Access Mode(s) Required: (please tick all modes required)	<input type="checkbox"/> CD-ROM (Basic only)	<input type="checkbox"/> RADL (Basic) <input type="checkbox"/> RADL (Expanded)

CURF Name	CURF Reference Period	
Access Mode(s) Required: (please tick all modes required)	<input type="checkbox"/> CD-ROM (Basic only)	<input type="checkbox"/> RADL (Basic) <input type="checkbox"/> RADL (Expanded)

CURF Name	CURF Reference Period	
Access Mode(s) Required: (please tick all modes required)	<input type="checkbox"/> CD-ROM (Basic only)	<input type="checkbox"/> RADL (Basic) <input type="checkbox"/> RADL (Expanded)

DESCRIPTION OF CONSULTANCY PROJECT
